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ABSTRACT

This book is designed to help recent college graduates and persons who are between jobs to find and keep a secure job. It helps readers to analyze themselves and their potential for getting a job. It includes information on the following: self-analysis and defining abilities, getting started with a plan and job search, what is personally important, organizing a resume and putting it together, how long it takes to research a company, coping with structured and unstructured interviews, and unwinding the ladder-climbing myth. The 11 chapters focus on the following topics: (1) avoiding minimum-wage risk; (2) researching yourself; (3) do you need another degree?; (4) getting a job right away; (5) resume and cover letter risk--don't get stuck on the bottom of the pile; (6) company risk--how to research large companies; (7) how to research small companies, nonprofit organizations, and government agencies; (8) screening risk--the brown shoe problem; (9) the company interview--how can you tell if the job is in the war zone; (10) waiting--you're almost there; and (11) what to do now that you have the job. (KC)

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